



Rutgers-Newark SBDC @ Gibbs College

**In cooperation with the U.S. Census Bureau - Foreign Trade Division
Present AESDirect - AESPcLink Certification Workshops**

Wednesday, May 25, 2005

Two Sessions: (A) 8:30am to 12 noon or (B) 1:00pm - 4:30pm

Gibbs College; Rm E10; 630 W. Mt. Pleasant Avenue (Route 10), Livingston, NJ 07039

By the end of 2005 it will become mandatory for all exporters to file their Shipper Export Declarations (SEDs) electronically via the Automated Export System (AES). Since October of 2003 all commodities on the United States Munitions List (USML) or Commerce Control List (CCL) that currently need an SED are required to be filed electronically. In addition, many air courier services are asking that exporters file their own SED information and no longer accept paper SEDs.

AESDirect and AESPcLink enable exporters and freight forwarders to file their export declarations electronically, and at no cost, with U.S. Customs via the Internet. However, one must register with AESDirect and pass an on-line quiz to become certified to file electronically. This workshop will provide hands-on training to enable you to submit your SEDs electronically to Customs. For those exporters already using AESDirect, you may want to train additional people in using AESDirect and AESPcLink.

The workshop includes an overview of the Automated Export System and AESDirect, hands-on PC training, and filing of sample SEDs via AESDirect and AESPcLink. (You may bring samples of SEDs to be filed for practice.) We conclude the workshop with an on-line Certification Quiz.

Participants should be familiar with using the PC and an Internet browser, be pre-registered, and have an AESDirect username and password prior to attending the training session. Please bring both with you to the session. If your company is already a certified filer, you need only to sign up for the workshop.

STEP 1: Register for AESDirect (For those who do not have an AESDirect user name and password.)

Log on to www.aesdirect.gov and register to receive your user name and password. (If you have already registered and have received a username and password, *do not obtain another.*) **Please note that once you receive your administrator password you must log into AESDirect again to assign a user password.** For additional information concerning the content of the workshop, please call the Census Bureau Foreign Trade Division at 1.800.549.0595 or e-mail the instructor at alvis@att.net.

STEP 2- Sign up for Workshop

Participation fee is \$45 payable to Rutgers-Newark SBDC. Only company checks or money orders are acceptable. Attach sign-up form and mail to: Rutgers SBDC, 43 Bleeker St, Newark, NJ 07102-1913 For additional information call 973-353-5950 or email: rnsbdc@newark.rutgers.edu

Seating is limited to 12 participants per session!

"The Rutgers-Newark SBDC is an affiliate of the New Jersey Small Business Development Centers (NJSBDC) network funded by the U.S. Small Business Administration, the New Jersey Commerce and Economic Growth Commission and Rutgers Business School: Graduate Programs-Newark and New Brunswick. SBA's funding is not an endorsement of any products, opinions, or services. All SBA funded programs are extended to the public on a nondiscriminatory basis. Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance by contacting the Rutgers-Newark Small Business Development Center at (973) 353-5950."



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Sign—up Form

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MAY 25, 2005

Please select only one

Session A: 8:30 – 12 noon

Session B: 1:00 – 4:30

Participant Name: _____

Contact Address: _____

Phone #: _____ Fax #: _____

E-mail: _____

Website: _____

Total Amount enclosed: \$_____ (Company Check or Money Order Only)